

JOB OPPORTUNITY ANNOUNCEMENT

OPEN TO: All Interested Applicants

POSITION: Haitian Creole Language Media Analyst

OPENING DATE: 15 June 2016

CLOSING DATE: 30 June 2016

WORK HOURS: Full Time, 40 hours per week

SALARY: Grade FSN 7 (\$221,877.50 pesos per year)/FSN 8 (\$271,821.12 pesos per year) developmental/trainee level) Grade level commensurate with relevant experience.

OTHER: Agency Security Clearance is Required

The U.S. Embassy in Mexico City, Open Source Enterprise (OSE) Mexico Bureau is seeking one individual for the position of Haitian Creole Language Media Analyst.

Basic Duties and Responsibilities

1. Coordinating regional news coverage from print, electronic, and broadcast media
2. Performing translation duties, translating Haitian Creole language materials.
3. Providing analytic insights of Haitian developments.
4. Editing translations from regional vernacular media.
5. Incorporating video/multimedia and social media elements into products.
6. Performing content management and related duties.
7. Evaluating various media sources and information requirements.

Qualifications Required:

NOTE: All applicants must address each qualification/requirement detailed below with specific and comprehensive information supporting each item.

Education:

A University degree in area studies, media studies, or other applicable field such as journalism, political science, economics, or history.

.

Prior Work Experience:

Generally two to three years' work experience in a related substantive field, (e.g., media, international affairs, military, political, economic, science and technology).

Language Proficiency:

Level IV (fluent): reading, written & spoken English, Spanish and Haitian Creole languages is required.

Knowledge:

- Working knowledge of Haitian media processing, including understanding of media environments, applicable trends, and their impact.
- Knowledge of social media, web content management, and digital media tools.

Skills & Abilities:

- Skills in data-driven journalism and/or statistical analysis (background in social media research).
- Critical thinking and analytical skills to process large amounts of information, detect relevant factors, and discern most important elements.
- Interpersonal and collaboration skills to work effectively in a fast-paced, often high-pressure, multicultural, dispersed team environment.
- Time management and organizational skills to plan, complete, and coordinate work requirements in a timely manner.
- Ability to translate selected print and voice material into clear idiomatic English from Haitian Creole.
- Ability to communicate clearly, both orally and in writing.
- Ability to use and/or learn computer applications and the Internet.
- Ability and willingness to perform a wide variety of tasks, change focus quickly, and adapt work habits/schedule to meet mission requirements.
- Strong technical skills.
- Essential skills include a keen awareness and understanding of, and interest in regional political developments or political, economic, and social developments. OR current affairs or media and information environments.

Supervision:

Given: Guide and mentor less experienced officers. Depending on assignment, may supervise other staff and/or oversee the work of contractors.

Received: Work is performed under the general supervision of a Bureau Chief and/or Deputy Bureau Chief, a more senior Media Analyst, or an LHS Manager.

Special Requirements:

Work is performed in a variety of environments, including standard offices and remote locations. Work may require travel, extended hours, overnight, weekend, and holiday work.

SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Selected candidates will be tested in English and Spanish to determine language level.

TO APPLY

Interested candidates for this position must submit the following or the application will not be considered:

1. An updated resume or curriculum vitae, together with a cover letter, explaining how you are able to meet all of the requirements for this position. Only those candidates providing specific and comprehensive information supporting each of the essential requirements will receive further consideration for this position.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

THE US MISSION IN MEXICO PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION. THE DEPARTMENT OF STATE ALSO STRIVES TO ACHIEVE EQUAL EMPLOYMENT OPPORTUNITY IN ALL PERSONNEL OPERATIONS THROUGH CONTINUING DIVERSITY ENHANCEMENT PROGRAMS.

SUBMIT APPLICATION TO

Please e-mail your application to panamaoscrecruitment@state.gov

CLOSING DATE FOR THIS POSITION: 30 June 2016